

Centers of Excellence Institution Tool-Kit Development

Final Report

Contract No.	278-C-00-02-00210-00
Contractor Name:	Chemonics International, Inc.
USAID Cognizant Technical Office:	Office of Economic Opportunities USAID/Jordan
Date of Report:	October 2004
Document Title:	Centers of Excellence Institution Tool-Kit Development FINAL
Authors' Names:	Amal Awwad
Activity Title and Number:	Achievement of Market-Friendly Initiatives and Results Program (AMIR2.0 Program) PSPI Component, "COE Institution Took-Kit Development" Task No. 587.01

Funded by U.S. Agency for International Development

This report was prepared by Amal Awwad of Al Jidara Investment Services, in collaboration with Chemonics International Inc., prime contractor to the U.S. Agency for International Development for the AMIR Program in Jordan.

DATA PAGE

Name of Component:	Private Sector Policy Initiative
Author:	Amal Awwad
Practice Area:	Democracy & Governance
Service Offering:	N/A
List of Key Words Contained in Report:	Tool-kit, leadership, people, processes, knowledge, finances, vision, mission, strategy, staff, risk, appraisal, compensation, incentives, customer, monitoring, auditing, template, checklist, handbook, workbook, guidelines, study

ABSTRACT

The primary objective of this report is to support the continued development of a Tool Kit that will serve as a resource for Excellence Inc., thereby giving Excellence Inc. immediate access to already existing AMIR Program tools that support institutional reform and strengthening.

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EXECUTIVE SUMMARY

The primary objective of this report is to support the continued development of a tool kit that will serve as a resource for Excellence Inc. To do so, the consultant first developed a high-level understanding of drafted new assessment criteria and the entire Centers of Excellence (COE) program. The consultant then established a clear understanding of a “tool” in the context of the COE program and created a questionnaire to be used during interviews. The output of this consultancy is a matrix in Excel including criteria, sub criteria, tool title, tool summary, tool utility, and a notes section that details cases where tools might be applicable to more than one criterion or sub-criterion, and any other pertinent details about the specific tool. This matrix is hyper-linked to the actual documents, thereby providing Excellence, Inc. with immediate access to already existing AMIR tools that support institutional reform and strengthening.

FILES DISTRIBUTION- SUMMARY	5. Finances							General
	5.1. Planning		5.2. Implementation			5.3. Financial Assessment		
File Name	5.1.1. Projections	5.1.2. Budgeting and Allocation	5.2.1. Financial Administration	5.2.2. Purchasing	5.2.3. Inventory Management	5.3.1. Monitoring and Auditing	5.3.2. Recommendations	
(45) ASE Business Plan								X
(53) Business Plan Preparations to ASE Board of Directors								X
(69) SDC Revised Business Plan								X
10-Things								X
10commandments								
1stAbsence								
1stSafety								
1stTardy								
2ndTardy								
2ndWritten								
2WmPennCOF2003-GettingMostFromYourSystem								X
3KresgePresentationforTAG-GMNDallas								X
4_Annie_Casey_-_Getting_the_Most_Out_of_Our_System								X
5McCuneLessonsLearned_								X
Accounting Manual			X					
Active_Listening_workbook								
Al-Jidara timesheets for 2004			X					
Allocating resources to Improve Education Outcomes								
Allowances guide for AMIR LTers 2003								
AMIR EMPLOYEE EVALUATION PROGRAM GUIDEBOOK								

AMIR JobDescription-JD Template								
AMIR Program Interview Sheet								
Applicant Flow Data Sheet								
Applying Critical Thinking - An Important Survival Skill For Companies								
Appraisal_Interview_workbook								
Assc_ of Baltimore Area Grantmakers - About Philanthropy_files								X
Audits						X		
Bi-Weekly Short-Term Consultant Timesheet			X					
BIODATA								
Blank Biodata Form								
budget guidance		X		X				
Budget Template		X						
budget_template		X						
budgetTEMPLATE		X						
Buying Goods or Services at AMIR				X		X		
Can a grant writer share in the proceeds of successful applications								X
Checklist for Grant Proposal Development								X
Checklist_of_Warning_Signals								
Chemonics ME Manual June 2001								
Chemonics timesheets for 2005			X					
CIDA M&E 2000								
Comm_Research_Study								
COMPETITION RULES				X				
Consultant Salary info in Amman								
Dealing With Change Emotional Overload								
dealing_with_change_gill_harvey_breeda_worthington								
Deliverable Cover letter - Draft								

Developing_Your_Team_workbook								
DevelopmentEx.com								
Discharge and Release								
DoesYourBossHaveYourBack								
draft procurement and inv policies				X	X			
Drawing up a communications plan								
effectively								
Effectively engaging with stakeholders								
Employee Exit Checklist								
Employment Application								
Employment Contract								
Empowering Employees through Open Communication								
Evaluation								
Evaluation form for 2003								
Event budget		X						
Event Management1								
Excellence Inc. Operational and Personnel Manual_may 20			X	X				
Expense Report.doc			X					
Expense Report.xl			X					
fact10								
fax_AMIR to General								
film_budget		X						
financial milestone measurements	X					X		
Financial Performance						X		
First Notice or Reprimand								
Format for Monthly and Quarterly Reports								
FW Resources on ME and ME training								
Gantt Chart Template								X

General Guidance	X							
Grant File Stacking Order for Compliance						X		
Grant proposal writing								X
Grant Reporting Guidelines 1203_RS								X
GTZ M&E Part II 2001								
HayGroup_Retention_Study								
hiringforaperfectfit								
Hotel Reservation				X				
How to Write a Winning CV								X
HowToGetAJob								X
Human Resources interview plan								
IAA-GM_Software_and__Service_Trends__2003								X
Identifying key stakeholders and their issues								
Index for Component Sections								
Indicator Types								
InitiationCollaboration								X
Interoffice_Communications_workbook								
INTERVIEW QUESTIONS								
Inv Software9					X			
INVENTORY TRACKER					X			
IUCN M&E 2000 draft								
JobOpportunityEvaluationKit								
Jordanian Labour Law No 8 of 1996								
Justification of Award				X				
Leading_a_meeting_workbook								
leave form			X					
Liquid Rep_12_10_02			X					
list of consultants				X				
Logistical Evaluation(answered)								

M&E Definitions								
Managing Stakeholders								
Measuring BDS Performance 2001								
Measuring Small Enterprise Initiatives 2002								
Media Training Slides								
memo_AMIR to General								
Monitoring and Evaluation								
Motivating your staff								
Negotiating Salaries								
Opencurt								
Operational and Personnel Policy Manual_Final_Jan								
Orientation Check List								
Orientation Schedule								
Per Diem Calculation Form			X					
Personnel Policy Manual -- Complete								
Planning comes first								
PO Template				X				
Positioning Grant Writers For Success								X
positive approach to workplace problems								
preaward survey of grants								X
Preparing Biodatas								
Press Release Format								
Process for Grants								X
Procurement FChart				X				
Procurement Guidelines				X				
Progressive Discipline								
Public-Private Partnerships Comm Toolkit								
Put Down Powder Puff Grab Weapons of Success								

ReferenceCheckForm								
Report Format								
Report Format-written report								
Report Template for Deliverable								
Request for Proposal Plan_Due Diligence				X				
Resume Style Quiz								X
RESUME Writing course								X
Resume%20Quiz								X
RFP Template for goods				X				
RFP Template for goods under grants				X				
RFP Template for services under grants				X				
Sample Inventory-Procuremnt trackers				X	X			
Sample Letter								
Sample PMP								
SAMPLE_lor								
SED Developing Indicators 2001								
SH-Reprimand								
Short Term Consultancy Agreement Scope of Work				X				
Simple Flowchart_Releasing RFA								
Smplwrittenwarning								
Solicitation example				X				
SponsoredBudgetTemplate		X						
Startup Plan								X
Strategic Planning								
StressMgmtSeminar								
successful grant writing_files								X
Sustainable Development Communications Network								
The Eight Rules of Management								

The Five Fundamentals of Dealing with Change								
The Good Governance Workbook								
The Magic Formula								
Travel Request Form			X					
UNDP Handbook on M&E 2002								
UNDP MandE Training Package								
UNFPA participatory ME								
USAID Handbook of Democracy and Governance								
USAID Manual April 2003								
Warning Reprimand								
What to do when hiring new employees								
when a Waiver of Competition				X				
When you arrive in Jordan								X
Worksheet 1 Results Framework								
Worksheet 2 Results Statements								
Worksheet 3 Indicators								
Worksheet 4 Portfolio Review								
World Bank M&E 2002								
Written Reprimand								
Total Number of files Per Factor	2	7	11	19	4	5	0	27